Department of Administrative Services
JOB ANNOUNCEMENT

ANNOUNCEMENT #:	200903
JOB TITLE:	Technical Applications Specialist (State Purchasing Division)
LOCATION:	200 Piedmont Avenue, West Tower; Atlanta, GA 30334
APPLICATION DEADLINE:	Open until filled
WHO MAY APPLY:	All Applicants
PAY GRADE:	20
PAY GRADE SALARY RANGE:	$78,707 - $100,124 Salary commensurate with qualifications and experience

GENERAL DESCRIPTION:

Join the State of Georgia in helping to transform State Government into a best-in-class operation. We are looking for a super charged individual that is a team player and is excited about building a 'model-like' business with cutting edge technology. The State Purchasing Division is filled with dynamic and professional talent that is seeking to transform how government manages procurement from a tactical transaction-based operation into more progressive knowledge-based function using best practices, technology, and methodologies.

The Technical Applications Specialist will serve as an individual contributor reporting to the Director of Strategic Sourcing with dotted line into other matrix teams. This person will partner with multiple group category teams and must have a mixture of functional purchasing skills and demonstrated expertise in applications knowledge: particularly PeopleSoft and sciQuest. This person will help to align procurement strategies while maximizing the use of the PeopleSoft/sciQuest systems in regard to content organization, structure, prioritization, and deployment. The prospective candidate must have strong communication skills with an emphasis in both CRM and SRM methodologies. We seek a change agent who is proficient in building effective working relationships with both internal and external stakeholders.

Job Responsibilities:

- Coordinate content across purchasing category groups.
- Act as process steward as content moves through the full life cycle.
- Liaison with buyers regularly to provide updates on how to process new marketplace content.
- Work with outside suppliers and sciQuest to increase the breadth of supply in the marketplace.
- Update process flows for buyer and requester as more process types come on line.
- Manage data in the testing and training environments.
- Participate in enablement calls with suppliers to encourage increase membership.
- Update SQ Org message as required.

- Demonstrate the ability to present and communicate to senior level executives.

Technical Competencies:

- Ability to determine functional needs and develop solutions based on analysis.

- Ability to evaluate and analyze existing systems, identify deficiencies and understand their structure and component parts.

- Knowledge of information technology hardware/software and its terminology.

- Ability to research for compatibility between hardware, software, and network communications.

- Ability to analyze user requirements, procedures, and problems to automate business processes, upgrade or modify existing systems and review system-wide capabilities.

- Ability to expand or modify systems to serve new purposes or improve workflow.

MINIMUM ENTRY QUALIFICATIONS:

- Bachelors Degree in Information Technology, Computer Science or related field and five years of experience in computer applications, process flow diagrams, which include system requirements, models layouts and systems design and professional procurement/sourcing experience; **OR**

- Seven years of experience in computer applications, process flow diagrams, which include system requirements, models layouts and systems design and professional procurement/sourcing experience.

- **Internal applicants:** Two years of experience as an Associate Category Manager with demonstrated skills in application development.

PREFERRED QUALIFICATIONS: Preference will be given to applicants who, in addition to meeting the minimum qualifications, possess one or more of the following:

- MBA, MPA or Masters Degree in Computer Science or Information Technology or related field and three years of experience in computer applications, process flow diagrams, which include system requirements, models layouts and systems design and professional procurement/sourcing experience.

- Experience using PeopleSoft Financials 9.0

- Experience using sciQuest

- Procurement/Sourcing experience (e-procurement) in any of the following category areas: Goods, Services, Capital Expenditure or IT

- Prior government procurement experience

- Any of the following certifications: CPPB, CPPO, CACM, CPCM or CPM/CPSM

HOW TO APPLY: All applicants must submit

- A completed State of Georgia application, obtained from the DOAS website: www.doas.ga.gov; resume, and salary history from three (3) most recent positions.

- Applications & resumes should be emailed to: recruiter@doas.ga.gov or faxed to 404-463-3699.

- Please reference the job title or announcement number for which you are applying.

- Please include salary requirements on your resume.

- Applications/resumes received without a job title or announcement number will be considered unsolicited applications and will not be reviewed.

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